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**Personnel**

**GENERAL CIVILIAN PERSONNEL  
PROVISIONS AND AUTHORITIES**

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This directive establishes the basic policies for implementing, controlling, and assessing personnel programs. It implements Title 5, United States Code, Chapter 3, *Powers*, Sections 301 and 302, and Title 10, United States Code, Chapter 803, *Department of the Air Force*, Section 8013.

**SUMMARY OF REVISIONS**

This revision clarifies the quality assessment processes (paragraph 1.3); states HQ USAF/RE and AFRES/CC responsibilities (paragraph 4.3); addresses Air Reserve Technician positions (paragraph 4.3.1); and updates attachment 1.

1. Superior civilian personnel management enables Air Force commanders, managers, and employees to work together effectively in fulfilling national defense objectives.
2. The Air Force will conduct a civilian personnel program (CPP) based on the authority granted by Title 10, United States Code, Chapter 803, *Department of the Air Force*, Section 8013, to the Secretary of the Air Force to conduct all affairs of the Air Force subject to the authority, direction, and control of the Secretary of Defense.
  - 2.1. The Secretary of the Air Force is granted authority under Title 5, United States Code, Chapter 3, *Powers*, Sections 301 and 302, to prescribe regulations for the government of the department and the conduct of its employees. The Secretary is also vested with authority to take final action on matters pertaining to the employment, direction, and general administration of civilian personnel under the agency.
  - 2.2. According to Title 5, United States Code, Chapter 3, *Powers*, Section 302, the authority to appoint, promote, reassign, discipline, demote, detail, compensate, and separate employees paid from appropriated funds is known as the appointing authority. This authority rests with the Secretary of the Air Force who delegates it to the installation commander. The civilian personnel officer (CPO) acts for the commander in the administration of this authority.

3. The Air Force will provide personnel management programs and systems consistent with principles and sound business methods and avoid prohibited personnel practices.

3.1. The civilian work environment will promote personnel development, motivation, and retention through effective recruitment and placement, fair treatment, and encourage the use of alternative dispute resolution.

3.2. The Air Force will implement civilian personnel management laws and Office of Personnel Management, Equal Employment Opportunity Commission, and Department of Defense directives.

3.3. Quality assessment processes will be used to ensure compliance with civilian personnel management and administration laws and public policy.

3.4. Air Force employees will be serviced by the nearest Air Force CPF. There will be only one CPF per Air Force base. Personnel services provided to other agencies must be documented by an inter-agency personnel servicing agreement.

3.5. The Air Force will support and promote Federal Executive Boards.

4. This directive establishes the following responsibilities and authorities:

4.1. The Assistant Secretary of the Air Force for Manpower, Reserve Affairs, Installations and Environment (SAF/MI) is responsible for civilian personnel policy matters as described in Air Force Policy Directive 90-1, *Strategic Planning and Policy Formulation*, paragraph 1.5.2, SAF/MI approval is required before this document is changed, reissued, or rescinded.

4.2. The Deputy Chief of Staff, Personnel (HQ USAF/DP) develops, coordinates, and executes personnel policy and approves essential procedural guidance for the management of the CPP.

4.3. The Chief of Air Force Reserve (HQ USAF/RE), who is dual-hatted as the Commander of Air Force Reserve (AFRES/CC), develops, coordinates, and approves specific civilian personnel policies and procedures for the management of the Air Reserve Technician (ART) program. These policies and procedures provide for the dual-status requirements governing ART employment nationwide.

4.4. The Air Force will establish Air Reserve Technician (ART) positions, fill ART positions, train the ART workforce, sustain the ART workforce, and provide ART program guidance through flexible, simplified civilian personnel management and administration policies and procedures.

4.5. Installation commanders or equivalent, with appointing authority, are responsible through their CPO for ensuring:

4.5.1. Managers and supervisors know and adhere to the directives for the CPP.

4.5.2. An effective CPP, including the proper balance of all civilian personnel functions, is in operation.

4.5.3. All personnel actions are authorized and comply with legal, policy, and procedural requirements.

4.5.4. The local personnel program is managed according to command allocated resources.

4.6. The CPO's responsibilities vary with the population serviced. The responsibilities are described in detail in AFI 36-104, *Operating the Civilian Personnel Flight* (formerly AFR 40-104).

5. These policies apply to all employees paid directly from appropriated funds in the regular Air Force and Air Force Reserve Components (Title 5).
6. See attachment 1 for measures used to comply with this policy.
7. See attachment 2 for implementing and interfacing publications.

BILLY J. BOLES, Lt General, USAF  
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## **Attachment 1**

### **MEASURING AND DISPLAYING COMPLIANCE WITH POLICY**

**A1.1.** Since this policy directive covers the total civilian personnel program, compliance with this policy will be measured by a compilation of the compliance with the other 36 Series AFPDs. These include AFPDs 36-2, 36-3, 36-4, 36-5, 36-6, 36-7, 36-8, 36-9, 36-10, 36-11, and 36-12. (figure A1.1).

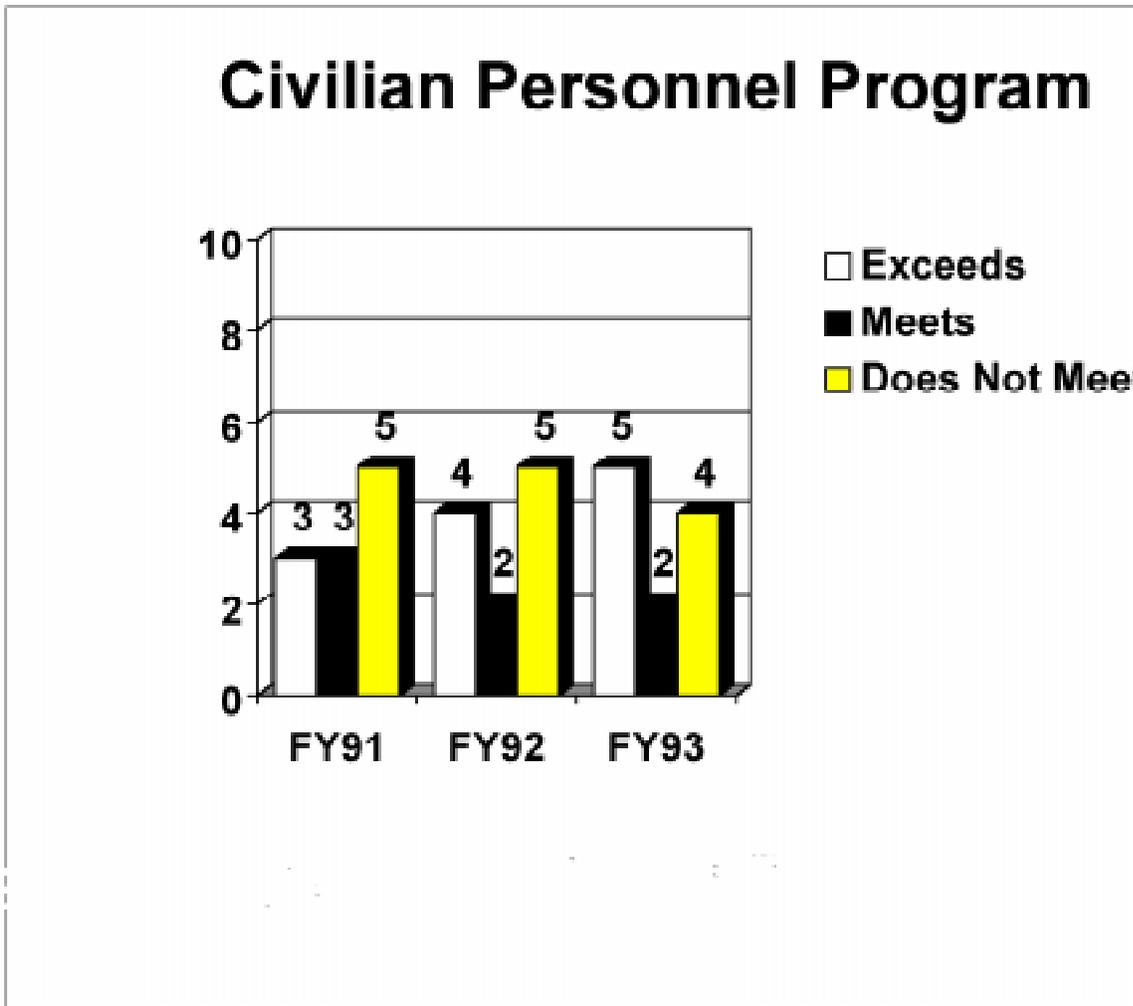
A1.1.1. The areas of civilian personnel covered by policy directives include:

- A1.1.1.1. Employment and Affirmative Action.
- A1.1.1.2. Merit Promotion:
- A1.1.1.3. Civilian Training and Development.
- A1.1.1.4. Civilian Personnel Resource Management.
- A1.1.1.5. Civilian Career Management.
- A1.1.1.6. Employee and Labor-Management Relations.
- A1.1.1.7. Employee Benefits and Entitlements.
- A1.1.1.8. Senior Executive Resource Management.
- A1.1.1.9. Civilian Resource Management.
- A1.1.1.10. Civilian Intelligence Personnel Management System.
- A1.1.1.11. Dispute Resolution.

A1.1.2. The compliance measurement will rate the civilian personnel program as one of the following:

- A1.1.2.1. Exceeds requirements.
- A1.1.2.2. Meets requirements.
- A1.1.2.3. Does not meet requirements.

Figure A1.1. Compliance with policy directives by fiscal year:



## **Attachment 2**

### **GOVERNING AND INTERFACING DOCUMENTS**

**A2.1.** This directive implements the following publications:

OPM Operating Manual, *The Guide to Processing Personnel Actions*, March 31, 1994

FPM Supplement 293-31, *Basic Personnel Records and Files System*, September 1987

DoD Directive 1400.16, *Inter-Departmental Civilian Personnel Administration Support*, October 30, 1970

DoD Instruction 4000.19, *Inter-Service, Inter-Departmental and Interagency Support*, August 5, 1967

**A2.2.** This directive interfaces with the following Air Force Instructions:

AFI 36-101, *Federal Executive Boards and Associations*

AFI 36-102, *Basic Authority and Responsibility for Civilian Personnel Administration and Management*

AFI 36-103, *Organizational Responsibility for Civilian Personnel Administration and Management*

AFI 36-104, *Operating the Civilian Personnel Flight*

AFI 36-105, *Civilian Personnel Servicing Arrangements*

AFPAM 36-106, *Supervisor's Records*

AFPAM 36-107, *Personnel and Position Actions*